

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 12 July 2023

## Notice of meeting

# County Council

**Thursday, 20th July, 2023 at 2.00 pm,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

## AGENDA

*Prayers will be said prior to the Council meeting at 1.50pm. All members are welcome to join the Chair for prayers should they wish to do.*

Item No	Item	Pages
1.	<b>Apologies for absence</b>	
2.	<b>Declarations of interest</b>	
3.	<b>Chair's Announcement</b>	1 - 2
3.1.	<b>Presentation - Freedom of the Borough</b>	
4.	<b>To confirm the minutes of the meeting held on 22nd June 2023</b>	3 - 6
5.	<b>RECRUITMENT OF MONMOUTHSHIRE LOCAL ACCESS FORUM</b>	7 - 18
6.	<b>CONSTITUTION AMENDMENT</b>	19 - 22
7.	<b>Motions to Council</b>	
7.1.	<b>Submitted by County Councillor Frances Taylor</b>  Magor with Undy Walkway Station is a unique concept and has enjoyed cross group support from Monmouthshire Council, Welsh Government and UK Government.  Magor with Undy Walkway Station is one of the recommendations of Lord Burns and the South East Wales Transport Commission (SEWTC) and Monmouthshire Council is a key stakeholder in the Burns Delivery Board. On behalf of MAGOR (Magor Action Group on Rail), we call on this council to reconfirm their absolute commitment to the unique Walkway concept and to	

	<p>agree to write to TfW and Network Rail:</p> <ol style="list-style-type: none"> <li>1. To confirm that the Walkway Concept is set in stone.</li> <li>2. To further lobby for Magor with Undy Walkway station to be recognised as a “quick win” for the Burns Delivery Unit, recognising Magor station has significant advantages in terms of deliverability with respect to engineering, cost and critically the climate emergency.</li> <li>3. To request early sight of the station designs prior to being released for public consultation in the autumn.</li> </ol>	
<b>8.</b>	<b>Members Questions</b>	
<b>8.1.</b>	<b>From County Councillor Richard John to County Councillor Sara Burch, Cabinet Member for Inclusive and Active Communities</b>	
	Will the cabinet member make a statement on provision for the gypsy and traveller community in Monmouthshire?	
<b>8.2.</b>	<b>From County Councillor Louise Brown to County Councillor Martyn Groucutt, Cabinet Member for Education</b>	
	Will the Cabinet Member for Education make a statement about the recent home to school transport 2024/25 consultation?	
<b>8.3.</b>	<b>From County Councillor Tony Kear to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment</b>	
	Will the Cabinet Member for Climate Change and the Environment make a statement on the Council's policy position regarding the cutting of hedgerows and verges on C-roads and those adjacent to road junctions and crossings?	
<b>8.4.</b>	<b>From County Councillor Paul Pavia to County Councillor Martyn Groucutt, Cabinet Member for Education</b>	
	Will the Cabinet Member for Education make a statement about the ongoing concerns at Caldicot School?	
<b>9.</b>	<b>Date of next meeting - 21st September 2023</b>	
<b>10.</b>	<b>To exclude the press and public from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information</b>	23 - 24
<b>11.</b>	<b>Appointment of Chief Officer Law and Governance and Monitoring Officer</b>	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

**MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY**

**THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:**

County Councillor Rachel Buckler	Devauden;	Welsh Conservative Party
County Councillor Laura Wright	Grofield;	Welsh Labour/Llafur Cymru
County Councillor Tony Kear	Llanbadoc & Usk;	Welsh Conservative Party
County Councillor Catrin Maby	Drybridge;	Welsh Labour/Llafur Cymru
County Councillor Jan Butler	Goetre Fawr;	Welsh Conservative Party
County Councillor Ian Chandler	Llantilio Crossenny;	Green Party
County Councillor Sara Burch	Cantref;	Labour and Co-Operative Party
County Councillor Alistair Neill	Gobion Fawr;	Welsh Conservative Party
County Councillor Su McConnel	Croesonen;	Welsh Labour/Llafur Cymru
County Councillor Mary Ann Brocklesby	Llanelly Hill;	Labour and Co-Operative Party
County Councillor Fay Bromfield	Llangybi Fawr;	Welsh Conservative Party
County Councillor Jane Lucas	Osbaston;	Welsh Conservative Party
County Councillor Emma Bryn	Wyesham;	Independent Group
County Councillor Peter Strong	Rogiet;	Welsh Labour/Llafur Cymru
County Councillor Meirion Howells	Llanbadoc & Usk;	Independent
County Councillor Paul Griffiths	Chepstow Castle & Larkfield;	Welsh Labour/Llafur Cymru
County Councillor Jackie Strong	Caldicot Cross;	Welsh Labour/Llafur Cymru
County Councillor Rachel Catherine Garrick	Caldicot Castle;	Labour and Co-Operative Party
County Councillor Maria Stevens	Severn;	Welsh Labour/Llafur Cymru
County Councillor Steven Garratt	Overmonnow;	Welsh Labour/Llafur Cymru
County Councillor Angela Sandles	Magor East with Undy;	Welsh Labour/Llafur Cymru
County Councillor Ben Callard	Llanfoist & Govilon;	Welsh Labour/Llafur Cymru
County Councillor John Crook	Magor East with Undy;	Welsh Labour/Llafur Cymru
County Councillor Tomos Dafydd Davies	Llanfoist & Govilon;	Welsh Conservative Party
County Councillor Dale Rooke	Chepstow Castle & Larkfield;	Welsh Labour/Llafur Cymru
County Councillor Catherine Fookes	Town;	Welsh Labour/Llafur Cymru
County Councillor Sue Riley	Bulwark and Thornwell;	Welsh Labour/Llafur Cymru
County Councillor Jayne McKenna	Mitchel Troy and Trellech United;	Welsh Conservative Party
County Councillor Jill Bond	West End;	Welsh Labour/Llafur Cymru
County Councillor Louise Brown	Shirenewton;	Welsh Conservative Party
County Councillor Lisa Dymock	Portskewett;	Welsh Conservative Party
County Councillor Tony Easson	Dewstow;	Welsh Labour/Llafur Cymru
County Councillor Christopher Edwards	St. Kingsmark;	Welsh Conservative Party
County Councillor Martyn Groucutt	Lansdown;	Welsh Labour/Llafur Cymru
County Councillor Simon Howarth	Llanelly Hill;	Independent Group
County Councillor Richard John	Mitchel Troy and Trellech United;	Welsh Conservative Party
County Councillor David Jones	Crucorney;	Independent Group
County Councillor Penny Jones	Raglan;	Welsh Conservative Party
County Councillor Malcolm Lane	Mardy;	Welsh Conservative Party
County Councillor Phil Murphy	Caerwent;	Welsh Conservative Party
County Councillor Paul Pavia	Mount Pleasant;	Welsh Conservative Party
County Councillor Maureen Powell	Pen Y Fal;	Welsh Conservative Party
County Councillor Frances Taylor	Magor West;	Independent Group
County Councillor Tudor Thomas	Park;	Welsh Labour/Llafur Cymru

County Councillor Armand Watts  
County Councillor Ann Webb

Bulwark and Thornwell;  
St Arvans;

Welsh Labour/Llafur Cymru  
Welsh Conservative Party

## Public Information

### Access to paper copies of agendas and reports

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### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd trwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn yn barchus i chi roi rhybudd digonol i ni er mwyn darparu ar gyfer eich anghenion. The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

# Aims and Values of Monmouthshire County Council

## Our purpose

Building Sustainable and Resilient Communities

### Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

**Kindness:** We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.



## Chair's Report 23<sup>rd</sup> June – 4<sup>th</sup> July

<b>DATE</b>	<b>ENGAGEMENT/VENUE</b>
Friday 23 <sup>rd</sup> June 1 p.m.	Service of Commemoration for the Armed Forces Shire Hall, Monmouth
Monday 26 <sup>th</sup> June 11.30 a.m.	Thank You event for Foster Carers Caldicot Castle
Tuesday 27 <sup>th</sup> June 10 a.m.	Year 6 Transition Event Caldicot Castle
Saturday 1 <sup>st</sup> July 9.15 a.m.	Speech Day and Prize-Giving Ceremony Monmouth School of Girls
Monday 3 <sup>rd</sup> July 10 a.m.	Overmonnow SRB Celebration Overmonnow Primary School
Tuesday 4 <sup>th</sup> July 11 a.m.	Citizenship Ceremony Registrars, Usk

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# Public Document Pack Agenda Item 4

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held  
on Thursday, 22nd June, 2023 at 2.00 pm

**PRESENT:** County Councillor Meirion Howells (Chair)  
County Councillor Su McConnel (Vice Chair)

County Councillors: Rachel Buckler, Laura Wright, Tony Kear, Catrin Maby, Jan Butler, Ian Chandler, Sara Burch, Alistair Neill, Mary Ann Brocklesby, Fay Bromfield, Jane Lucas, Emma Bryn, Peter Strong, Paul Griffiths, Jackie Strong, Rachel Garrick, Maria Stevens, Steven Garratt, Angela Sandles, Ben Callard, John Crook, Tomos Davies, Dale Rooke, Catherine Fookes, Sue Riley, Jayne McKenna, Jill Bond, Louise Brown, Lisa Dymock, Tony Easson, Christopher Edwards, Martyn Groucutt, Simon Howarth, Richard John, David Jones, Penny Jones, Malcolm Lane, Phil Murphy, Paul Pavia, Maureen Powell, Frances Taylor, Tudor Thomas and Armand Watts

### **OFFICERS IN ATTENDANCE:**

Matt Phillips	Chief Officer People and Governance and Monitoring Officer
Paul Matthews	Chief Executive
Peter Davies	Deputy Chief Executive and Chief Officer, Resources
Jane Rodgers	Chief Officer for Social Care, Safeguarding and Health
Will McLean	Chief Officer for Children and Young People
Nicola Perry	Senior Democracy Officer
Frances O'Brien	Chief Officer, Communities and Place
Matthew Gatehouse	Head of Policy, Performance and Scrutiny
Ian Saunders	Chief Operating Officer, MonLife

### **APOLOGIES:**

County Councillors Ann Webb

#### **1. Declarations of interest**

County Councillors Simon Howarth and Rachel Buckler declared a prejudicial interest in relation to agenda item 8a with regards to tourism tax.

#### **2. Public Questions**

None.

#### **3. Chair's Announcement**

Noted.

#### **4. To confirm the minutes of the meeting held on 18th May 2023**

The minutes of the meeting held on 18<sup>th</sup> May 2023 were approved as an accurate record.

In doing so we noted that County Councillor Simon Howarth had been in attendance.

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held  
on Thursday, 22nd June, 2023 at 2.00 pm

### **5. GWENT PUBLIC SERVICES BOARD: WELL-BEING PLAN**

The Leader of Council presented the report to ensure that members understand the challenges facing Gwent and the steps being taken collaboratively by public services in the region to address these and to approve the Gwent Public Service Board's Well-being Plan ahead of publication.

<https://www.youtube.com/live/1pLYl1dkyzM?feature=share&t=476>

**Upon being put to a vote Council resolved to accept the recommendation:**

**That Council approve the Well-being Plan ahead of approval by the Gwent Public Services Board.**

### **6. CHIEF OFFICER CHILDREN AND YOUNG PEOPLE ANNUAL REPORT**

The Chief Officer for Children and Young People presented the report to provide members with an overview of the status and performance of the education system in Monmouthshire and to provide the Chief Officer's perspective of the relevant strengths and weaknesses in the system, the risks that the service faces and the opportunities that exist to improve.

<https://www.youtube.com/live/1pLYl1dkyzM?feature=share&t=1377>

**Council resolved to note the report.**

### **7. Motions to Council**

#### **8. Submitted by County Councillor Richard John**

*This Council:*

- *Notes that tourists contribute nearly £200million to Monmouthshire's economy and sustain over 3,000 jobs in the tourism industry.*
- *Notes the commitment of the Welsh Government to give local authorities the powers to impose a tourism tax by 2026.*
- *Recognises the damage a tourism tax would inflict on our tourism industry and rules out the introduction of a tourism tax in Monmouthshire.*

<https://www.youtube.com/live/1pLYl1dkyzM?feature=share&t=9917>

County Councillors Simon Howarth and Rachel Buckler declared prejudicial interests and did not take part in the discussion.

**Upon being put to a recorded vote Council resolved to reject the motion:**

**Votes For: 15**

**Votes Against: 23**

**Abstentions: 2**

*County Councillor Simon Howarth left the meeting at 17:14*

### **9. Members Questions**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 22nd June, 2023 at 2.00 pm

**10. From County Councillor Richard John to County Councillor Mary Ann Brocklesby, Leader of the Council**

*Would the Leader make a statement about the relationship the administration has with the Welsh Government?*

<https://www.youtube.com/live/1pLY1dkyzM?feature=share&t=13065>

**11. From County Councillor Penny Jones to County Councillor Rachel Garrick, Cabinet Member for Resources**

*Can the Cabinet Member please explain the administration's plans for the future of the old Primary School site in Raglan and the timeline involved?*

<https://www.youtube.com/live/1pLY1dkyzM?feature=share&t=13596>

**12. Urgent Question from County Councillor Christopher Edwards to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment**

*Chepstow is about to experience major music events over three consecutive days where it will encounter a record number of visitors to an area that is renowned for traffic congestion.*

*Councillors and residents want to see businesses thrive, Chepstow prosper, and the town remain a happy place for residents to live, work and play. Residents' concerns are real and based on evidence, having experienced such events and activities in the area but on a smaller scale.*

*What reassurances can the Cabinet Member give residents of mine and surrounding wards that the council's traffic management plans will work and that residents won't feel trapped in their homes, or have their streets used as rat runs or car parks for visitors? Will the council also take on board feedback provided before and after the Temporary Traffic Regulation Order is in force, and act on it to improve the lives of residents?"*

<https://www.youtube.com/live/1pLY1dkyzM?feature=share&t=12685>

**13. Date of next meeting - 20th July 2023**

Noted.

**The meeting ended at 17:50**

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<b>SUBJECT:</b>	<b>RECRUITMENT OF MONMOUTHSHIRE LOCAL ACCESS FORUM</b>
<b>MEETING:</b>	<b>County Council</b>
<b>DATE:</b>	<b>20 July 2023</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All Wards</b>

## 1. PURPOSE:

- 1.1 To agree arrangements for the recruitment of the Monmouthshire Local Access Forum for the next 3-year period of appointment.

## 2. RECOMMENDATIONS:

- 2.1 That a panel of three Members be permanently established and delegated authority to interview and make decisions on the appointment of members to the Local Access Forum, subject on each occasion to ratification by Council.

## 3. KEY ISSUES:

- 3.1 The Monmouthshire Local Access Forum is a statutory body set up to provide advice to the local authority and other agencies including Natural Resources Wales on the improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area. These bodies have a statutory duty to have regard to relevant advice given by the Local Access Forum. The forum is required to meet at least twice a year, although it usually meets more frequently.
- 3.2 The Council, as appointing authority, is required to establish and maintain membership of the forum, of between 12 and 22 members, in accordance with regulations. In the last period we have been able to maintain membership in this range, currently 15. The regulations only allow members to continue until 3 years from the first meeting of each term, in this case 24 November 2023 (regardless of when an individual was appointed) and so all members are due for re-appointment.
- 3.3 Regulation 6(1) states that the appointing authority must appoint one member (but no more than one) who is either a member or officer of the authority, currently County Councillor B. Callard.
- 3.4 The regulations set out that the Council should, so far as reasonably practical, seek a fair balance between persons of different genders, race, ages, disabilities and other characteristics. A gender balance always has been achieved but past membership has been less diverse on the other characteristics. The regulations also required a reasonable

balance between the interests of users and the interests of owners and occupiers. Clearly the challenge with both is attracting a range of applicants in the first place.

- 3.5 As a result a different approach to this round of recruitment is proposed, comprising a wider approach to new recruitment (beyond the statutory requirements) and to place a wider range of relevant representative organisations more at the centre of the process to encourage nominations (although the eventual appointments are still legally personal ones). A change to the appointment process is also proposed: to establish a member panel (as previously) but for this panel to then consider all the applications together, including those of reapplying existing members, enabling the panel to look at the overall composition and balance of the forum. The opportunity will also be taken to revise documentation around the application process to improve the information available to the panel. The panel would make recommendations to a subsequent Council meeting.
- 3.6 Once appointed and after its initial meeting the forum may also wish to ask the County Council, as appointing authority, to advertise for further individuals to serve on the forum reflecting any specific interests felt not to be appropriately represented. Consequently it is recommended that the selection panel is established permanently to consider and determine any subsequent applications arising. Ongoing member nominations to the panel would then be made by Council in the usual way.

#### **4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

- 4.1 The County Council is required by regulations and guidance to seek to achieve a well-balanced membership reflecting all relevant interests, made up of individuals who meet the suggested criteria for appointment. In particular this includes that the membership of the forum achieves a reasonable balance between the interests of users of countryside access and of owners and occupiers of access land or land over which local rights of way exist and must have regard to the need to ensure, so far as is reasonably practicable, a fair balance between persons of different genders, races, ages, disabilities and other characteristics.
- 4.2 Once in place the forum will have the opportunity to review the interests reflected and to identify to the appointing authority if specific interests are under-represented and seek assistance in finding further members to reflect this. (See Appendix 1)

#### **5. OPTIONS APPRAISAL**

- 5.1 The County Council is required to maintain a Local Access Forum under the Countryside and Rights of Way Act 2000 and as Appointing Authority to appoint members in compliance with the Countryside Access (Local Access Forums) (Wales) Regulations 2001. Maintaining a Local Access Forum is also now a qualifying requirement for receiving the full allocation of Access Improvement Grant from Welsh Government.

#### **6. EVALUATION CRITERIA**

- 6.1 The appointment and administration of the forum is assessed against the statutory requirements and the published guidance.

**7. REASONS:**

7.1 To meet the requirements of the Countryside Access (Local Access Forums) (Wales) Regulations 2001.

**8. RESOURCE IMPLICATIONS:**

8.1 Members of the Local Access Forum can claim reasonable expenses from the County Council in respect of meetings

**9. CONSULTEES:**

Cabinet, SLT  
Chief Officer People and Governance  
Chief Operating Officer MonLife

**10. BACKGROUND PAPERS:**

Appendix 1: Equality and Future Generations Evaluation  
Local Access Forum Guidance 1: CCW/WAG  
[Monmouthshire LAF Annual Report 2022](#)

**11. AUTHOR:**

Matthew Lewis, Environment and Culture Manager, MonLife

**12. CONTACT DETAILS:**

**Tel:** 01633 644855  
**E-mail:** [matthewlewis@monmouthshire.gov.uk](mailto:matthewlewis@monmouthshire.gov.uk)

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<p><b>Name of the Officer</b> Matthew Lewis <b>Phone no:</b> 01633 644855 <b>E-mail:</b> <a href="mailto:matthewlewis@monmouthshire.gov.uk">matthewlewis@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>RECRUITMENT OF MONMOUTHSHIRE LOCAL ACCESS FORUM</b></p> <p>To agree arrangements for the recruitment of the Monmouthshire Local Access Forum for the next 3-year period of appointment</p>
<p><b>Name of Service area: MonLife</b></p>	<p><b>Date 22 June 2023</b></p>

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The County Council is required by Regulations and guidance to achieve a well-balanced membership reflecting all relevant interests, and to ensure, so far as is reasonably practicable, a fair balance between persons of different genders, races, ages, disabilities and other characteristics.	None	After its initial meeting the Forum can ask the County Council, as appointing authority, to advertise for further individuals to serve on the forum reflecting any specific interests felt not to be represented and the report's recommendation facilitate this opportunity.
Disability	As above	None	As above
Gender reassignment	As above	None	As above

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Marriage or civil partnership	As above	None	As above
Pregnancy or maternity	As above	None	As above
Race	As above	None	As above
Religion or Belief	As above	None	As above
Sex	As above	None	As above
Sexual Orientation	As above	None	As above

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### **2. The Socio-economic Duty and Social Justice**

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	<b>Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage</b>	<b>Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>Socio-economic Duty and Social Justice</b>	Positive through community involvement / volunteering	None	

### **3. Policy making and the Welsh language.**

How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<b>Policy Making</b> Effects on the use of the Welsh language, Promoting Welsh language Treating the Welsh language no less favourably			
<b>Operational</b> Recruitment & Training of workforce			
<b>Service delivery</b> Use of Welsh language in service delivery Promoting use of the language	The recruitment process literature / forms etc. will be bilingual		



**4. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Countryside access contribute towards jobs and the economy and provide opportunities for sustainable transport benefits by improving walking and cycling opportunities, social and health benefits by working more proactively with communities and volunteers and to improve tourism and benefits to local businesses.	Seek to ensure the Local Access Forum which can provide guidance on these matters is as broadly based with a good spread of expertise as possible
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Appropriate management of the countryside access network, as advised by the Local Access Forum, can support sustainable management of biodiversity interests	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The Local Access Forum can advise on management of rights of way and countryside sites to reduce barriers to residents using the outdoors and to achieve a network of well promoted, useable paths, to help residents improve their health and well-being, including helping supporting working with community and other volunteer groups who can play an important part in identifying improvements, leading health walks, helping with maintenance and promotion of the network.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	A strong Local Access Forum can help maximise opportunities for engagement with a range of key stakeholders.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The skills and knowledge of Local Access Forum members can help maximise opportunities for engagement.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	A strong Local Access Forum can help promote countryside access to others so that they can maximise opportunities for volunteering and participation a wide range of outdoor activities	

5. How has your proposal embedded and prioritised the sustainable governance principles in its development?

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Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <b>Long Term</b> Balancing short term need with long term and planning for the future	The Local Access Forum will contribute to the delivery of the Countryside Access Improvement plan, which establishes a long-term planning and management framework.	
 <b>Collaboration</b> Working together with other partners to deliver objectives	The skills and knowledge of Local Access Forum members can help maximise opportunities for community and volunteer engagement and future partnerships	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="141 480 297 507"><b>Involvement</b></p> <p data-bbox="349 256 517 440">Involving those with an interest and seeking their views</p>	<p data-bbox="544 256 1317 440">The core function of the Local Access Forum is to provide advice to the local authority and other agencies including Natural Resources Wales on the improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area.</p>	
 <p data-bbox="152 759 293 786"><b>Prevention</b></p> <p data-bbox="349 520 506 815">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="544 520 1328 584">The Local Access Forum can provide advice and support to assist prioritisation of resources.</p>	
 <p data-bbox="159 1098 300 1125"><b>Integration</b></p> <p data-bbox="349 858 517 1118">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="544 858 1328 986">The Local Access Forum can provide advice and support to assist countryside access management to benefit the economy, the environment and to provide the means for which the public can access our rich cultural heritage.</p>	

**6. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	<b>Describe any positive impacts your proposal has</b>	<b>Describe any negative impacts your proposal has</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	N/A	N/A	N/A
Corporate Parenting	N/A	N/A	N/A

**7. What evidence and data has informed the development of your proposal?**

Guidance and regulations; Local Access Forum Annual Reports

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**SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The County Council is required by Regulations and guidance to achieve a well-balanced membership reflecting all relevant interests, made up of individuals who meet the suggested criteria for appointment. This includes that the membership of the forum achieves a reasonable balance between the interests of users of countryside access and of owners and occupiers of access land or land over which local rights of way exist and must have regard to the need to ensure, so far as is reasonably practicable, a fair balance between persons of different genders, races, ages, disabilities and other characteristics. The proposed changes to the recruitment process are intended to assist in achieving this. Once in place the forum will be given the opportunity to review its composition and the interests reflected and to identify to the appointing authority if specific interests are under-represented and seek assistance in finding further members to reflect this

**9. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

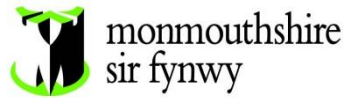
<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>
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Report to Council re recruitment process, advertise for members, hold interviews etc.	Council 20 July 2023 and ongoing to Autumn 2023	Environment & Culture Manager
Ask Council to ratify the panel's decisions on membership, and then instigate the new LAF	Council Nov/Dec 2023 and new LAF to meet in Jan 2024	Environment & Culture Manager

**10. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	Council		





<b>SUBJECT:</b>	<b>Constitution Amendment</b>
<b>MEETING:</b>	<b>Council</b>
<b>DATE OF REPORT:</b>	<b>20 July 2023</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE

- 1.1 To adopt the amendments proposed by the Standards Committee to the Constitution's gifts and hospitality policy for Councillors.

## 2. RECOMMENDATIONS

- 2.1 Council approve the amendments and updated Constitution.

## 3. KEY ISSUES

- 3.1 The Council's Code of Conduct for Members and Co-opted Members states that:

Clause 36.2 Para 9 (b)

You must avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation

- 3.2 Para 17 also states that:

You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

- 3.3 At its meeting on 6th February 2023 and again on 12<sup>th</sup> June 2023 the Standards Committee undertook a review of the Code of Conduct provisions relating to gifts and hospitality. This was prompted at an all-Wales level by the work carried out by WG to review the ethical standards framework. The matter has been discussed at the National Standards Committee Chairs Forum and there is a collective desire to standardise the threshold amount for gifts and hospitality in all local authorities.

- 3.4 The Standards Committee recommends that a threshold is introduced in respect of gifts and hospitality. This threshold will be £25 to align with the position being taken by all other LAs in Wales. In respect of any acceptance or refusal of gifts or hospitality over £25 a Member must provide written notification to the Monitoring Officer of the existence and nature of that gift, hospitality, material benefit or advantage

- 3.5 Furthermore, Members are required to register acceptance or refusal of any gifts, hospitality or other benefits exceeding the threshold, using the form in Appendix 3 which should be returned to the Monitoring Officer and entered into the public register accessible on the website.

- 3.6 Appendix 1 sets out the amendments and Appendix 3 contains the proforma for registering acceptance or refusal of gifts/hospitality

#### **4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING)**

4.1 The nature of the document is to create the framework for the organisation's conduct and decision making, rather than a specific decision, so there are no specific equality, socio economic or future generations impacts identified.

#### **5. OPTIONS APPRAISAL**

5.1 This is a proactive step being made in step with all other LAs in Wales. The alternative would likely see WG legislate to set a regime and so it is felt that this recommendation is the better option.

#### **6. RESOURCE IMPLICATIONS**

6.1 There are no costs identified as part of the review.

#### **7. CONSULTEES**

7.1 The proposed changes were discussed in Standards Committee on 12<sup>th</sup> June 2023 where the Committee made recommendations in relation to the operation of the policy and compliance by elected Members as to declarations of gifts and hospitality

#### **8. AUTHOR**

Matt Phillips  
Chief Officer People and Governance  
Monitoring Officer

[matthewphillips@monmouthshire.gov.uk](mailto:matthewphillips@monmouthshire.gov.uk)

Appendices:

1. Amendments
2. Proforma for the declaration of gifts/hospitality

## **Appendix One – Amendments**

### **Existing**

1. Clause 36.2 The Code of Conduct for Members and Co-opted Members
- 17 You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

### **Proposed**

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer of the existence and nature of that gift, hospitality, material benefit or advantage.
18. Currently the Council has agreed a threshold figure of £25 in relation to the registration of gifts, hospitality and other benefits by Members. Whatever the value of the gift, hospitality or other benefit offered to a Member, if its acceptance may place them under an improper obligation to the donor, or may reasonably appear to do so, it should always be refused. Members must not contravene the provisions of the Bribery Act 2010 as they may be liable to a fine and/or imprisonment.
19. Members are required to register all gifts, hospitality or other benefits over the £25 threshold whether accepted or refused using the form below, which must be returned for registration to Democratic Services.

## Appendix Two

### MONMOUTHSHIRE COUNTY COUNCIL

#### RECORD OF OFFER OF GIFT/HOSPITALITY/MATERIAL BENEFIT OR ADVANTAGE – COUNCIL MEMBERS

Members must consider the Council's current threshold of **£25.00** before accepting or refusing any offer of gifts, hospitality, material benefit or advantage, from external organisations. In addition, before acceptance of any offer, a Member may consult the Monitoring Officer.

Members must not accept gifts or hospitality above the threshold nor below the threshold which might place them or reasonably appear to place them under an improper obligation.

Members must, within 28 days of receiving, or refusing, any gift, hospitality, material benefit or advantage, provide written notification to your Authority's Monitoring Officer of the existence and nature of that gift, hospitality, material benefit or advantage.

The under-mentioned details must be submitted to the Monitoring Officer on all occasions where the offer exceeds the threshold.

MEMBER:

DATE:

NAME AND ADDRESS OF ORGANISATION/INDIVIDUAL OFFERING GIFT/HOSPITALITY/MATERIAL BENEFIT OR ADVANTAGE:

NATURE OF GIFT/HOSPITALITY/MATERIAL BENEFIT OR ADVANTAGE OFFERED:

Please tick as appropriate:

ACCEPTED:

REFUSED:

SIGNED:



## **SCHEDULE 12A LOCAL GOVERNMENT ACT 1972 EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**Meeting and Date of Meeting: Council 20 Jul 23**

**Report: Interviews**

**Author: Matt Phillips**

I have considered grounds for exemption of information contained in the background paper for the report referred to above and make the following recommendation to the Proper Officer:-

### **Exemptions applying to the report:**

The Constitution requires that appointments for all Chief Officers are made as a decision of Full Council. This item will involve the final interviews of candidates selected following the prior process. Clearly, if this item was open to the press and public it would make the identity for applicants known and the confidentiality of a HR process would be undermined, therefore the item is exempt as it would identify individuals.

### **Factors in favour of disclosure:**

Nil

### **Prejudice which would result if the information were disclosed:**

There is an expectation of confidentiality that exists in an interview process and applicants should be able to apply and be interviewed without having their identity known.

### **My view on the public interest test is as follows:**

Factors in favour of disclosure are outweighed by those against.

### **Recommended decision on exemption from disclosure:**

Maintain exemption from publication in relation to report

Date: 12 Jul 23

Signed: Matt Phillips (electronically)

Post: Chief Officer People and Governance and Monitoring Officer

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I accept the recommendation made above

Signed: Paul Matthews (Chief Executive) (electronically)

Date: 12 Jul 23

